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Are You An Effective Supervisor?

The effective supervisor is perhaps the most important individual in any company, business or enterprise -- public or private! The supervisor is responsible for time management, task delegation and follow up, employee motivation, and controlling the work environment. Supervisors are team leaders, coaches, performance evaluators, area managers and facilitators. Ultimately, results are based directly on supervisor performance.

Much is written about supervisory skills and communication often tops the list for success. But one skill often overlooked is control of the work environment. Controlling the work environment sets the stage for high-level productivity that can't be gained and sustained without Safety First.

Controlling the work environment often means defusing personality time bombs through conflict management and resolution. However, physical surroundings often pose much more imminent threats or dangers than co-workers. Eliminating or mitigating these dangers can make you a more safety-effective supervisor!

- ✓ **Employee Training.** Supervisors must ensure that each new employee, whether temporary or permanent, receives appropriate safety training at the start of employment.
- ✓ **Make safety part of the job.** Cultivate a thriving safety culture by training employees to look out for one another.
- ✓ **Establish communication paths.** Is safety and health information effectively distributed in all directions? Get employees involved!
- ✓ **How good is your office housekeeping? Create a hazard-free workplace!** Conduct the required self-inspections! Do not settle for the "that's good enough for now" attitude. Every employee is guaranteed a safe workplace by law.
- ✓ **Review, post and brief the Emergency Action Plan (EAP).** Ensure the EAP meets OSHA's minimum requirements.
- ✓ **Enforce the use of safe work procedures.** Center documented procedures were written with safety in mind. Make sure employees follow the prescribed steps and obey all safety warnings.
- ✓ **Develop, post and adhere to the Job Hazard Analyses (JHAs).** Do not accept unapproved work deviations.
- ✓ **Ensure employees use the required Personnel Protective Equipment (PPE) at all times.**
- ✓ **Know workers' physical limitations.** Do not risk injury or aggravation by ignoring physical limitations such as fatigue.

Seven Safety Barriers

- Lack of Knowledge
- Denial
- Indifference
- Procrastination
- Lack of Focus
- Non-Conformity
- Complacency

Signs of the Week



Safety Axioms

- Safety isn't expensive, it's priceless!
- Don't learn safety by accident.
- Tomorrow – your reward for working safely today.
- Your safety gear is between your ears.

If you have questions, comments, or a topic you would like to see addressed:

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